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7 UNITED STATES DISTRICT COURT
8 CENTRAL DISTRICT OF CALIFORNIA - EASTERN DIVISION
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10 PLAINTIFF,

11 Plaintiff,

12 v.

13 DEFENDANT,

14 Defendants.
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Case No. CASE NUMBER

SCHEDULING ORDER [FRCP 16(b)]

1. Establishing a Discovery Cut-off Date of Enter Discovery Cutoff Date
2. Non-Discovery Motion Hearing Cutoff date of Enter Motion Cutoff Date, at 10:00 a.m.
3. Setting Final Pretrial Conference for Enter Date for Final Pretrial Conference, at 11:00 a.m.
4. Setting Court/ Jury Trial Date of Enter Trial Date, at 9:30 a.m.

20 **READ THIS ORDER CAREFULLY. IT CONTROLS THE CASE**
21 **AND DIFFERS IN SOME RESPECTS FROM THE LOCAL RULES.**
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23 The above matter is set for trial before the Honorable Stephen G. Larson, United
24 States District Judge, Courtroom 1, United States District Court, Eastern Division, 2nd
25 Floor, Riverside, California.
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- 27 1. **Discovery Cut-Off:** This is the last date to complete discovery, including
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expert discovery, and the resolution of any discovery motions before this court. If expert witnesses are to be called at trial, the parties shall designate experts to be called at trial and provide reports required by Fed. R. Civ. P. 26(a)(2)(B), not later than eight weeks prior to the discovery cutoff date. Rebuttal expert witnesses shall be designated and reports provided as required by Fed.R.Civ.P. 26(a)(2)(B), not later than five weeks prior to the discovery cutoff date. Failure to timely comply with this deadline may result in the expert being excluded at trial as a witness. The Court requires compliance with Local Rule 37-1 and 37-2 in the preparation and filing of discovery motions. Discovery motions may not be heard on an ex parte basis.

2. Joinder of Parties and Amendment of Pleadings: The deadline for joining parties and amending pleadings is ninety (90) days after the date of this Order. Any motions to join other parties or for leave to amend the pleadings shall be filed within sixty (60) days of the date of this Order so that they can be heard and decided prior to the deadline. These deadlines do not apply where: (1) A matrix has been issued by this Court following a conference pursuant to Fed. R. Civ. P. 16(b) setting forth the deadline to amend pleadings or add parties; or (2) the deadline to amend pleadings or add parties has already been calendared or occurred by virtue of an order issued by another Judge.

In addition to the requirements of Local Rules 15-1, 15-2, and 15-3, all motions to amend the pleadings shall (a) state the effect of the amendment; (b) be serially numbered to differentiate the amendment from previous amendments and (c) state the page, line number(s), and wording of any proposed change or addition of material.

3. Motion Filing Cut-Off: The Court hears motions on Mondays at 10:00 a.m. The motion filing cut-off date is the last day motions may be heard (not filed). The Court will not decide late motions. Issues left undetermined by the passage of the motion cut-off date should be listed as issues for trial in the Final Pretrial Conference Order. As an exception to the above, motions in limine dealing with evidentiary matters may be heard at or before trial; however, summary judgment motions disguised as motions in limine will not be heard.

Parties need not wait until the discovery cut-off to bring motions for summary judgment or partial summary judgment. However, in the usual case, the court expects that more than the minimum notice will be provided to counsel opposing motions for summary judgment. In the usual case, the parties should confer and agree on the date for setting such motions.

Ex parte applications are entertained solely for extraordinary relief. See Mission Power Eng. Co. v. Continental Casualty Co., 883 F.Supp. 488 (C.D. Cal. 1995). Strict adherence to proper ex parte procedures is required for any ex parte application filed with the Court.

4. **Stipulations to Extend Time:** Stipulations to extend the time to file any required document or to continue any pretrial or trial date must set forth (a) the existing due date or hearing date; (b) the current pretrial conference date and trial date; (c) the specific reasons supporting good cause for granting the extension or continuance; and (d) whether there have been any prior requests for extensions or continuances, and whether these were granted or denied by the Court.

5. **Summary Judgment Motions:** The Separate Statement of Undisputed Facts is to be prepared in a two-column format. The left-hand column should set forth the allegedly undisputed fact. The right-hand column should set forth the evidence that supports the factual statement. The fact statements should be set forth in sequentially numbered paragraphs. Each paragraph should contain a narrowly focused statement of fact. Each numbered paragraph should address a single subject in as concise a manner as possible.

The opposing party's statement of genuine issues must be in two columns and track the movant's separate statement exactly as prepared. The document must be in two columns; the left-hand column must restate the allegedly undisputed fact, and the right-hand column must indicate either undisputed, or disputed. The opposing party may dispute all or only a portion of the statement, but if disputing only a portion, must clearly indicate what part is being disputed. Where the opposing party is disputing the fact in whole or part, the opposing party must, in the right-hand column, label and restate the moving party's evidence

1 in support of the fact, followed by the opposing party's evidence controverting the fact.
2 Where the opposing party is disputing the fact on the basis of an evidentiary objection, the
3 party must cite to the evidence alleged to be objectionable and state the ground of the
4 objection and nothing more. **No argument should be set forth in this document.**

5 The opposing party may submit additional material facts that bear on or relate to the
6 issues raised by the movant, which shall follow the format described above for the moving
7 party's separate statement. These additional facts shall follow the movant's facts, shall
8 continue in sequentially numbered paragraphs (i.e., if movant's last statement of fact was set
9 forth in paragraph 30, then the first new fact will be set forth in paragraph 31), and shall set
10 forth in the right hand column the evidence that supports that statement.

11 The moving party, in its reply, shall respond to the additional facts in the same
12 manner and format that the opposition party is required to adhere to in responding to the
13 statement of undisputed facts, as described above.

14 **(a) Supporting Evidence:** No party should submit any evidence other than the
15 specific items of evidence or testimony necessary to support or controvert a proposed
16 statement of undisputed fact. Thus, for example, the entire transcript of a deposition, entire
17 sets of interrogatory responses, and documents that do not specifically support or controvert
18 material in the separate statements, should not be submitted in support or opposition to a
19 motion for summary judgment. Any such material will not be considered.

20 Evidence submitted in support of or in opposition to a motion should be submitted
21 either by way of stipulation or as exhibits to declarations sufficient to authenticate the
22 proffered evidence, and should not be attached to the Memorandum of Points and
23 Authorities. The Court will accept counsel's authentication of deposition transcript, of written
24 discovery responses, and of the receipt of documents in discovery if the fact that the
25 document was in the opponent's possession is of independent significance. Documentary
26 evidence as to which there is no stipulation regarding foundation must be accompanied by
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1 the testimony, either by declaration or properly authenticated deposition transcript, of a
2 witness who can establish its authenticity.

3 If evidence in support of or in opposition to a motion exceeds twenty pages, the
4 evidence must be in a separate bound volume and include a Table of Contents.

5 **(b) Objections to Evidence:** If a party disputes a fact based in whole or in part
6 on an evidentiary objection, the ground of the objection, as indicated above, should be stated
7 in the separate statement but not argued in that document. Evidentiary objections are to be
8 addressed in a separate memorandum to be filed with the opposition or reply brief of the
9 party. This memorandum should be organized **to track the paragraph numbers of the**
10 **separate statement in sequence.** It should identify the specific item of evidence to which
11 objection is made, the ground of the objection, and a very brief argument with citation to
12 authority as to why the objection is well taken. The following is an example of the format
13 contemplated by the Court:

14 Separate Statement Paragraph 1: Objection to the supporting deposition transcript
15 of Jane Smith at 60:1-10 on the grounds that the statement constitutes inadmissible
16 hearsay and no exception is applicable. To the extent it is offered to prove her state
17 of mind, it is irrelevant since her state of mind is not in issue.

18 Fed. R. Evid. 801, 802.

19 Do not submit blanket or boilerplate objections to the opponent's statements of
20 undisputed fact: these will be disregarded and overruled.

21 **(c) The Memorandum of Points and Authorities:** The movant's memorandum of
22 points and authorities should be in the usual form required under Local Rule 7-5 and should
23 contain a narrative statement of facts as to those aspects of the case that are before the
24 Court. All facts should be supported with citations to the paragraph number in the Separate
25 Statement that supports the factual assertion and not to the underlying evidence.

26 Unless the case involves some unusual twist on Rule 56, the motion need only
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1 contain a brief statement of the Rule 56 standard; the Court is familiar with the Rule and
2 with its interpretation under Celotex Corp. v. Catrett, 477 U.S. 317 (1986) and its progeny. If
3 at all possible, the argument should be organized to focus on the pertinent elements of the
4 cause(s) of action or defense(s) in issue, with the purpose of showing the existence or non-
5 existence of a genuine issue of material fact for trial on that element of the claim or defense.

6 Likewise, the opposition memorandum of points and authorities should be in the
7 usual form required by Local Rule 7-5, and where the opposition memorandum sets forth
8 facts, the memorandum should cite to paragraphs in the separate statement if they are not in
9 dispute, to the evidence that contravenes the fact where the fact is in dispute or, if the fact is
10 contravened by an additional fact in the statement of genuine issues, the citation should be to
11 such fact by paragraph number.

12 **(d) Timing:** In virtually every case, the Court expects that the moving party will
13 provide more than the minimum twenty-one (21) day notice for such motions. The moving
14 party shall deliver to chambers a copy of a 3½ inch diskette or compact disk (CD-ROM), in
15 WordPerfect format (X3 or earlier versions), containing the Statement of Uncontroverted
16 Facts and Conclusions of Law. The opposing party, if any, shall deliver to chambers a copy
17 of a diskette or compact disk containing the Genuine Issues of Disputed Fact.

18 **6. Motions in Limine:** The parties must file motions in limine addressing the
19 admissibility of evidence in accordance with Local Rule 7-3. The parties shall file their
20 opposing and reply papers in accordance with Local Rules 7-9 and 7-10 respectively.

21 **7. Pretrial Conference and Trial Setting:** Compliance with the requirements of Local
22 Rule 16 is mandatory. Counsel shall submit carefully prepared Memoranda of Contentions of
23 Fact and Law (which may also serve as the trial briefs) and Proposed Pre-Trial Conference
24 Order ("PTCO") in accordance with the provisions of Local Rules 16-1 through 16-7. The
25 Proposed Pre-Trial Conference Order shall conform to the example set forth in Appendix A to
26 the Local Rules, modified as necessary to comply with this order. The Memoranda
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1 of Contentions of Fact and Law, Exhibit Lists, and Witness Lists shall be served and filed no
2 later than fourteen (14) calendar days before the Pre-Trial Conference. The Proposed Pre-
3 Trial Conference Order shall be lodged fourteen (14) calendar days before the Pre-Trial
4 Conference.

5 The Proposed Pre-Trial Conference Order must contain a Table of Contents. Place
6 in all capital letters and in bold the separately numbered headings for each category in the
7 PTCO. Under paragraph 1, list each claim, counterclaim, or defense that has been
8 dismissed or abandoned. In multiple-party cases where not all claims or counterclaims will
9 be prosecuted against all remaining parties on the other side, please specify to which party
10 each claim or counterclaim is directed. The factual issues in dispute should track the
11 elements of a claim or defense upon which the jury would be required to make findings.
12 Counsel should state issues in ultimate fact form, not as evidentiary fact issues (i.e., “was the
13 defendant negligent,” “was defendant’s negligence the proximate cause of plaintiff’s injury;”
14 not “was the plaintiff standing on the corner of 12th Street and Lemon Avenue at 10:00 a.m.
15 on March 1”). Issues of law should state legal issues upon which the Court will be required to
16 rule after the Pre-Trial Conference, including during the trial, and should not list ultimate fact
17 issues to be submitted to the trier of fact.

18 In drafting the PTCO, the court expects that counsel will attempt to agree on and set
19 forth as many non-contested facts as possible. The court will normally read the uncontested
20 facts to the jury at the start of the trial. Carefully drafted and comprehensively stated
21 stipulation of facts will reduce the length of trial and increase jury understanding of the case.

22 If expert witnesses are to be called at trial, each party must list and identify its
23 respective expert witnesses, both retained and non-retained. Failure of a party to list and
24 identify an expert witness in the Proposed Pre-Trial Conference Order shall preclude a party
25 from calling that expert witness at trial.

26 This case has been placed on calendar for a Final Pretrial Conference (“PTC”)
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1 pursuant to Fed. R. Civ. P. 16 and Local Rule 16-1, et seq., unless the PTC was expressly
2 waived at the Scheduling Conference by the court. Unless excused for good cause, each
3 party appearing in this action shall be represented at the PTC and all pretrial meetings of
4 counsel, by lead trial counsel. The failure to attend the PTC or to submit the required pretrial
5 documents may result in the dismissal of the action, striking the answer and entering a
6 default, and/or the imposition of sanctions.

7 A continuance of the Final Pretrial Conference at counsel's request or stipulation
8 will only be approved upon a showing of good cause. Counsel should plan to do the
9 necessary pretrial work on a schedule which will insure its completion with time to spare
10 before the Final Pretrial Conference. Specifically, failure to complete discovery work,
11 including expert discovery, is not a ground for a continuance.

12 Compliance with the requirements of Local Rules 16-1 to 16-13 is required by the
13 court. Carefully prepared Memoranda of Contentions of Fact (which may also serve as the
14 trial brief) and a proposed Final Pretrial Conference Order shall be submitted in accordance
15 with the provisions of Local Rule 16-7 and the form of the proposed Final Pretrial Conference
16 Order shall be in conformity with the format set forth in Appendix A to the Local Rules.

17 At the PTC, counsel should be prepared to discuss means of streamlining the trial,
18 including, but not limited to: bifurcation, presentation of non-critical testimony by deposition
19 excerpts, stipulations as to the content of testimony, presentation of testimony on direct
20 examination by declaration subject to cross-examination, and qualification of experts by
21 admitted resumes. In certain cases where the PTC is waived by the court, counsel must
22 follow Local Rule 16-11.

23 **8. Witness List and Times Estimates:** Counsel shall prepare a list of their witnesses,
24 an estimate of the length of time needed for direct examination for each witness, and whether
25 the witness will testify by deposition or in person. Counsel shall exchange these lists with
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opposing counsel.¹ **Counsel shall jointly file a single witness list, including estimates for direct examination of their own witnesses and estimates for cross-examination of opposing witnesses.** This list shall be filed at the time counsel lodge the Proposed Pre-Trial Conference Order, i.e., fourteen (14) days before the Pre-Trial Conference.

9. Jury Instructions and Verdict Forms: Fourteen (14) calendar days prior to counsel's Rule 16 pre-trial meeting, counsel shall exchange proposed jury instructions (general and special) and special verdict forms (if applicable). Seven (7) calendar days prior to the Rule 16-2 meeting, counsel shall exchange any objections to the instructions and special verdict forms. Prior to, or at the time of the Rule 16 meeting, counsel shall meet and confer with the goal of reaching agreement on one set of joint jury instructions and one special verdict form.

The parties should make every attempt to agree upon the jury instructions before submitting them to the Court. The Court expects counsel to agree on the substantial majority of jury instructions, particularly when pattern instructions provide a statement of applicable law. When the Manual of Model Civil Jury Instructions for the Ninth Circuit provides a version of an applicable requested instruction, the parties should submit the most recent version of the Model instruction. Where language appears in brackets in the model instruction, counsel shall select the appropriate text and eliminate the inapplicable bracketed text. Where California law applies, counsel should use Judicial Council of California Civil Jury Instructions (June 2006) ("CACI"). If neither of the above sources is applicable, counsel are directed to use the instructions from O'Malley, Grenig & Lee (formerly Devitt, et al.), Federal Jury Practice and Instructions (latest edition). Each requested jury instruction shall cover only one subject or principle of law and shall be numbered and set forth in full on a separate page, citing the authority or source of the requested instruction (except for the "clean" jury copy discussed below).

¹ See "Joint Trial Witness Estimate Form" appended to this order.

1 When the parties disagree on an instruction, the party opposing the instruction must
2 attach a short statement (one to two paragraphs) supporting the objection, and the party
3 submitting the instruction must attach a short statement supporting the instruction. Each
4 statement should be on a separate page and should follow directly after the disputed
5 instruction.

6 The parties ultimately must submit one document or, if the parties disagree over any
7 proposed jury instructions, two documents. If the parties submit two documents, those
8 documents shall consist of: (a) a set of Joint Proposed Jury Instructions and (b) a set of
9 Disputed Jury Instructions, along with reasons supporting and opposing each disputed
10 instruction in the format set forth in the previous paragraph.

11 The parties must e-file proposed jury instructions fourteen (14) calendar days before
12 the Pre-Trial Conference. If the court is closed that day, counsel shall file the proposed
13 instructions the preceding Friday. **By no later than noon the day after e-filing**, the date such
14 instructions are due, the parties must submit courtesy copies to the Court's courtesy box
15 located outside the entrance to Courtroom 1, United States District Court, 3470 Twelfth Street,
16 2nd Floor, Riverside, California. Counsel shall also provide the Court with a compact disk
17 compatible in Word or WordPerfect format containing the proposed jury instructions, in
18 accordance with this paragraph and the previous paragraph.

19 The Court will send a copy of the instructions into the jury room for the jury's use
20 during deliberations. Accordingly, in addition to the file copies described above, the diskette or
21 compact disk submitted with the jury instructions shall contain a "clean set" of Joint Proposed
22 and/or Disputed Jury Instructions, containing only the text of each instruction set forth in full on
23 each page, with the caption "Court's Instruction No. ____" (eliminating titles, supporting authority,
24 indication of party proposing, etc.).

25 An index page shall accompany all jury instructions submitted to the Court. The
26 index page shall indicate the following:

- (a) The number of the instruction;
- (b) A brief title of the instruction;
- (c) The source of the instruction and any relevant case citations; and
- (d) The page number of the instruction.

EXAMPLE:

<u>Number</u>	<u>Title</u>	<u>Source</u>	<u>Page</u>
1	Trademark-Defined (15 U.S.C. § 1127)	9th Cir. 15.3.2	7

Along with the jury instructions, counsel shall submit any necessary special verdict form fourteen (14) calendar days before the Pre-Trial Conference.

10. Voir Dire Questions: Counsel may, but need not, submit brief proposed voir dire questions for the jury at the Pre-Trial Conference. The Court will conduct its own voir dire after consulting any proposed voir dire submitted by counsel. After the Court conducts its own voir dire, counsel will be provided an opportunity to ask supplemental questions subject to Court approval.

11. Joint Statement of the Case: Counsel shall prepare a joint statement of the case prior to the Pretrial Conference. The joint statement of the case will be read to the prospective panel of jurors prior to the commencement of voir dire. The statement should not exceed one page. The statement shall be filed with the Court no later than 4:00 p.m., on the Wednesday prior to the Pre-Trial Conference.

12. Exhibits: The parties shall file their witness lists and exhibits lists in accordance with Local Rule 16. Counsel are to assemble their exhibits by placing them in three-ring binders labeled on the spine portion of the binder showing both the volume number and the exhibit numbers. Each exhibit shall be separated by a tabbed divider on the right side. Counsel shall provide original exhibits for the courtroom deputy clerk and a duplicate set for the judge. The exhibits shall be marked appropriately in the upper or lower right corner of the first page of each exhibit and include the case number, case name, and exhibit number. Each binder shall

1 contain a Table of Contents. Counsel must comply with Local Rule 26-3 when numbering the
2 exhibits.

3 The Court requires the following to be submitted to the courtroom deputy clerk on the
4 first day of trial: (a) The original exhibits; (b) one bench book with a copy of each exhibit for the
5 Court's use, tabbed as described above; (c) three copies of exhibit lists and a compact disk
6 containing the exhibit list; (d) three copies of witness lists in the order in which the witnesses
7 will be called to testify; and (e) submit a copy of the parties' Notice of Lodging of Deposition
8 Transcripts, proof of electronic filing of same and Lodge all anticipated trial deposition
9 transcripts directly with the deputy clerk in the courtroom.

10 All counsel are to meet no later than ten (10) calendar days before trial to discuss
11 and agree to the extent possible on issues including foundation and admissibility.

12 **13. Pre-Trial Exhibit Stipulation:** The parties shall prepare a Pre-Trial Exhibit
13 Stipulation which shall contain each party's numbered list of trial exhibits, with objections, if
14 any, to each exhibit including the basis of the objection and the offering party's response. All
15 exhibits to which there is no objection shall be deemed admitted. All parties shall stipulate to
16 the authenticity of exhibits whenever possible, and the Pre-Trial Exhibit Stipulation shall
17 identify any exhibits whose authenticity has not been stipulated to and the specific reasons for
18 the party's failure to stipulate.

19 The Stipulation shall be substantially in the following form:

20 Pre-Trial Exhibit Stipulation

21 Plaintiff's Exhibits

22 <u>Number</u>	<u>Description</u>	<u>Objection</u>	<u>Response to Question</u>
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24 Defendant's Exhibits

25 <u>Number</u>	<u>Description</u>	<u>Objection</u>	<u>Response to Question</u>
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1 The Pre-Trial Exhibit Stipulation shall be filed at the same time as counsel lodges the
2 Proposed Pre-Trial Conference Order. Failure to comply with this paragraph may constitute a
3 waiver of all objections.

4 **14. Findings of Fact and Conclusions of Law:** For a non-jury trial, counsel for each
5 party shall lodge proposed findings of fact and conclusions of law fourteen (14) days before
6 trial. The parties should deliver to chambers a copy of these findings and conclusions of law
7 on diskette or compact disk in WordPerfect format.

8 (a) Underline in red the portions which it disputes;

9 (b) Underline in blue the portions which it admits; and

10 (c) Underline in black the portions which it deems not disputed, but deems
11 irrelevant.

12 Counsel may agree with a part of a finding or conclusion, disagree with a part of it
13 and/or consider a part of irrelevant.

14 Two marked copies of opposing counsel's proposed findings of fact and conclusions of
15 law shall be lodged with the court seven (7) days before trial and one marked copy shall be
16 served on opposing counsel. Courtesy copies of the marked copies shall be delivered to the
17 courtesy box located outside the entrance of Courtroom 1 of the above-entitled court on the
18 date due, **by no later than noon the day after e-filing.**

19 **15. Transcripts:** At least two weeks prior to trial, all parties shall provide to the court
20 reporter a list of all words, terms, technical terminology, proper names (including all witness
21 names), acronyms, and case citations that would not be found in a generic spellcheck
22 computer dictionary. The court reporter will maintain the confidence of parties submitting this
23 information so as not to unnecessarily reveal any trial strategies.

24 **16. Settlement:** Local Rule 16-15.2 provides that the Settlement Conference shall be
25 conducted not later than 45 days before the Pretrial Conference. The Court believes that in
26 most cases completion of all discovery and dispositive motions will help the parties assess
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1 their positions before they embark on the costly pre-trial process. However, in many cases,
2 the parties find it more difficult to settle after they have incurred the cost of all discovery and
3 motion practice. Accordingly, the Court strongly encourages counsel and the parties to pursue
4 settlement earlier.

5 The Court has a keen interest in helping the parties achieve settlement. If the parties
6 believe that it would be more likely that a settlement would be reached if they conduct
7 settlement conference at an earlier time than that specified by the Court, they should conduct it
8 at that time. In any event, the parties must file a Status Report re Settlement at the time they
9 lodge the Proposed Pretrial Order.

10 The Court will not conduct settlement conferences in non-jury cases which the Court will
11 try. In jury cases, the Court will conduct a settlement conference at the parties' request if three
12 conditions exist: (a) The parties are satisfied that the fact issues in the case will be tried to a
13 jury; (b) all significant pre-trial rulings which Court must make have been made; and (c) the
14 parties desire the Court to conduct the conference, understanding that if settlement fails, the
15 Court will preside over the trial of the case.

16 **If a settlement is reached, it shall be reported immediately to this Court as**
17 **required by Local Rule 16-15.7.**

18 17. The failure to attend the pretrial conference or to submit timely documents in
19 conformity with the format set forth in this order, the jury instructions, pre-trial exhibit
20 stipulation, joint statement of the case, voir dire questions, summary of witness testimony and
21 times estimates, proposed Pretrial Conference Order or the memorandum of contentions of
22 fact and law may result in the dismissal of the action, striking the answer and entering default
23 and/or the imposition of sanctions.

24 **18. Telephonic Status Conference:** Telephonic status conferences are sometimes set
25 by the court to discuss settlement status and other pending issues. If a telephonic status
26 conference has been set, all counsel are ordered to discuss the matter with their clients and
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1 opposing counsel before the telephonic status conference. Plaintiff's counsel must make the
2 arrangements and place the conference call. Plaintiff's counsel shall include all counsel of
3 record and the Court on the date and time scheduled. The conference operator is to place the
4 final call to the Court at (951) 328-4410. To assist the Court and staff, participants shall
5 identify themselves each time they speak. No cellular telephones or speaker telephones will
6 be allowed.

7 **Internet Site**

8 Counsel are encouraged to review the Central District's website for additional information.
9 The address is "http: //www.cacd.uscourts.gov".

10 The courtroom deputy clerk is ordered to serve a copy of this Order by mail, facsimile or
11 e-mail on counsel for all parties to this action.

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13 IT IS SO ORDERED.

14 Dated:

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18 STEPHEN G. LARSON
19 UNITED STATES DISTRICT JUDGE
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Judge Larson's E-Filing Memorandum Attachment

Counsel shall e-file all civil and criminal filings for Judge Larson pursuant to General Order 08-02, filed on March, 2008 (**superseding** General Order No. 07-08). Although the procedure is set forth in great detail in General Order 08-02, generally, the procedure consists of the following three steps:

Step 1: All *non-signature* items shall be e-filed in **.pdf format**.

All *proposed signature items* shall be e-filed as a **separate document** in **.pdf format**.

Step 2: In addition to being e-filed, all proposed *signature* items shall be e-mailed to the chambers electronic mailbox in **Microsoft Word** or **WordPerfect format**. **WordPerfect format is preferred**. The chambers e-mail address is **sgl_chambers@cacd.uscourts.gov**

Step 3: A paper copy of all e-filed documents shall be delivered to chambers **no later than noon the day after e-filing**. All copies delivered to chambers shall have the Notice of E-filing attached thereto. For ease of use, declarations, notices, appendices, and similar documents that have multiple exhibits attached thereto shall separate the exhibits with numbered or lettered tabs.

UNDER SEAL FILINGS

Documents to be filed under seal may not be e-filed and are subject to different procedures. To file documents under seal, the following steps must be taken:

Step 1: Manually file an ex parte application to file the documents under seal and concurrently lodge an original and one copy of the documents to be filed under seal.

Step 2: E-file a Notice of Manual Filing.

Step 3: E-mail a .pdf copy of that ex parte application to the chambers e-mail address together with a WordPerfect or Microsoft Word version of the proposed order for the Court's consideration. WordPerfect format is preferred.

DO NOT OMIT ANY OF THE ABOVE STEPS.

For any additional questions, please refer to the General Order or call the Helpline @ 213-894-0242.

(Revision date January 16, 2008)

Joint Trial Witness Estimate Form

Case: _____

Trial Date: _____

	WITNESS NAME	PARTY CALLING WITNESS AND ESTIMATE	X- EXAMINER'S ESTIMATE	DESCRIPTION OF TESTIMONY	COMMENTS
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
	Total Estimates This Page:				

Instructions:

(1) List witnesses (last name first); (2) For description, be extremely brief, e.g. "eyewitness to accident." Or "expert on standard of care"(3) Use estimates within fractions of an hour, rounded off to the closest quarter of an hour. e.g. if you estimate 20 minutes, make it .25. An estimate of one and one-half hours would be 1.5. An estimate of three-quarters of an hour would be .75; (4) Note special factors in "Comments" column. e.g., "Needs interpreter." (5) Entries may be in handwriting if very neat and legible.